

WHAT IS CLAIMED IS:

- 1 1. A method of sending common information to multiple
2 destination sources using a handheld computer, the method comprising:
3 selecting information in a source file;
4 storing the selected information in memory;
5 selecting a remote destination;
6 adding destination-specific information to the selected
7 information; and
8 sending the selected and destination-specific information to
9 the remote destination.
- 1 2. The method of claim 1, further comprising creating a
2 customizable file and automatically moving the selected information from
3 the memory to the customizable file.
- 1 3. The method of claim 1, wherein the source file is an
2 electronic mail message created by the user.
- 1 4. The method of claim 1, wherein the source file is a template
2 and the selecting information step is performed automatically.
- 1 5. The method of claim 1, wherein the selected information is
2 electronic text.
- 1 6. The method of claim 1, wherein the selected information is
2 an electronic file attachment.
- 1 7. The method of claim 6, wherein the electronic file
2 attachment is at least one of an audio file, a video file, a spreadsheet file,
3 a database file, a presentation file, and a text document file.

1 8. The method of claim 1, wherein selecting a remote
2 destination includes entering a destination address.

1 9. The method of claim 8, wherein selecting a destination
2 further comprises selecting the destination in response to a user prompt,
3 wherein the user prompt automatically appears after the source file is
4 created.

1 10. The method of claim 1, wherein selecting a destination
2 comprises creating a group of destination addresses having a group name
3 and selecting the group name.

1 11. The method of claim 10, wherein selecting a destination
2 further comprises selecting the destination in response to a user prompt,
3 wherein the user prompt automatically appears after the source file is
4 created.

1 12. A method of customizing information contained in an
2 electronic file using a handheld computer based on the intended recipient
3 of the information, the method comprising:
4 selecting information in a first electronic document;
5 automatically generating a second electronic document, the
6 second electronic document including the information selected from the
7 first electronic document;
8 choosing an output destination for the second electronic
9 document;
10 adding customized information to the second electronic
11 document; and
12 delivering the second electronic document to the output
13 destination.

1 13. The method of claim 12, wherein at least a portion of the
2 customized information is automatically added to the second electronic
3 document based on the recipient.

1 14. The method of claim 12, wherein the first electronic
2 document is an electronic mail message.

1 15. The method of claim 12, wherein the first electronic
2 document is a template document and the selection of information is
3 performed automatically.

1 16. The method of claim 12, wherein the first electronic
2 document is a text document.

1 17. The method of claim 12, wherein the selected information is
2 electronic text.

1 18. The method of claim 12, wherein the selected information is
2 an electronic file attachment.

1 19. The method of claim 18, wherein the electronic file
2 attachment is at least one of an audio file, a video file, a spreadsheet file,
3 a database file, a presentation file, and a text document file.

1 20. The method of claim 12, wherein choosing an output
2 destination includes entering a destination address.

1 21. The method of claim 20, wherein selecting an output
2 destination further comprises selecting the output destination in response
3 to a user prompt, wherein the user prompt automatically appears after the
4 first electronic document is created.

1 22. The method of claim 12, wherein choosing an output
2 destination comprises creating a group of destination addresses having a
3 group name and selecting the group name.

1 23. The method of claim 22, wherein selecting an output
2 destination further comprises selecting the output destination in response
3 to a user prompt, wherein the user prompt automatically appears after the
4 first electronic document is created.

1 24. A method of conveying electronic information to members of
2 a defined group using a handheld computer, the method comprising:
3 creating a distribution group including a plurality of
4 recipients;
5 generating a first electronic file, the file including common
6 information to be sent to at least one of the plurality of recipients;
7 choosing a first recipient from the plurality of recipients in
8 response to a user prompt;
9 entering a first customized set of information in the
10 electronic file tailored to the first recipient; and
11 sending the common information and the first customized set
12 of information to the first recipient.

1 25. The method of claim 24, further comprising:
2 choosing a second recipient from the plurality of recipients in
3 response to a user prompt;
4 entering a second customized set of information in a second
5 electronic file tailored to the second recipient; and
6 sending the common information and the second customized
7 set of information to the second recipient.

1 26. The method of claim 24, wherein the common information is
2 stored in the dynamic memory of a handheld computer.

1 27. The method of claim 24, wherein the first and second
2 electronic files are electronic mail messages.

1 28. The method of claim 24, wherein the first and second
2 electronic files are text document files.

1 29. The method of claim 24, wherein the common information
2 includes electronic text.

1 30. The method of claim 24, wherein the common information
2 includes at least one electronic file attachment, and the electronic file
3 attachment is at least one of an audio file, a video file, a spreadsheet file,
4 a database file, a presentation file, and a text document file.

1 31. The method of claim 24, wherein the first customized set of
2 information includes electronic text.

1 32. A handheld computer, comprising:
2 a processor;
3 a display coupled to the processor;
4 a memory coupled to the processor; and
5 a program running on the processor, the program configured
6 to enable a user to create an electronic template document having a first
7 set of information, the program configured to automatically transfer the
8 first set of information into at least one destination-specific document, the
9 program enabling the entry of destination-specific information into the at
10 least one destination-specific document.

1 33. The handheld computer of claim 32, wherein the electronic
2 template document is an electronic mail message.

1 34. The handheld computer of claim 32, wherein the first set of
2 information includes electronic text.

1 35. The handheld computer of claim 32, wherein the first set of
2 information includes an electronic file.

1 36. The handheld computer of claim 35, wherein the electronic
2 file is at least one of an audio file, a video file, a spreadsheet file, a
3 database file, a presentation file, and a text document file.

1 37. The handheld computer of claim 32, wherein the program is
2 further configured to enable a user to send the destination-specific
3 document to a remote location.

1 38. The handheld computer of claim 32, wherein the remote
2 location is another handheld computer.